

Generating Course Reports

Instructors can use the Tracking Reports area to generate reports on the Course usage and activity. Instructors can view specific Student's usage to determine if Students are actively using the Course. The report appears in the form of graphical charts.

Before You Begin

Please note that, when viewing reports that include hit or access statistics, a hit is tracked every time a request is sent to Blackboard Learn. For example, when tracking use of the Communication Area: a Student accesses the Communication area (1 hit), clicks Discussion Boards (2 hits), clicks a Forum (3 hits), and clicks a message to read (4 hits).

How to Generate Course Reports

1. Select a Course you are teaching.
2. Click **Evaluation**.
3. Click **Tracking Reports**.
4. Click **Run** from the contextual menu for one of the following reports:
 - **User Activity in Content Areas:** Presents the number of hits each Content Collection folder has received and by the date received for each user.
 - **User Activity in Forums:** Presents the number of posts each user made in each forum and by the date they were made.
 - **User Activity in Groups:** Presents the number of hits each Group has received and by the date received for each user.
 - **Overall Summary of User Activity:** Presents the number of hits each Course area has received and by the date received for each user.
5. Choose an output format from the **Select Format** drop-down list.
6. Select users from the **Select Users** field. Press the CTRL key and the mouse to select multiple users.
7. Define a time period for the report by using the **Select a Start Date** and **Select an End Date** fields.
8. Click **Submit**.
9. Click one of the following options:
 - **Save to Content Management:** Save the report to a folder in the Content Collection.
 - **Download Report:** Save the report to a local computer.
 - **Run a New Report:** Save to the Run Reports page to run the report again with different criteria.
10. Click **OK** when finished.